



Missouri Department of Health and Senior Services

Editing Archived Attendance

Technical issues encountered while using the Missouri Workshop Calendar (errors, account issues, etc) should be sent to Child Care Aware of Missouri at contactus@missouriworkshopcalendar.org.

Below are step-by-step instructions for correcting attendance errors after a training session has been archived. Follow these steps to add or remove MOPD IDs from attendance records.

EDITING ATTENDANCE TO CORRECT ERRORS AFTER ARCHIVING ATTENDANCE

Once training attendance has been archived, the training attendance will be locked. If later it is discovered that an attendance error has been made, the attendance may be un-archived and edited following these steps:

1. Begin at Dashboard
2. Click "Manage approved training"
3. Click "Browse published trainings, drafts and templates"
4. On the top left, Show "All training"
5. Type the exact title or part of the title into the "Type title or keywords, click >>" box and click ">"
6. The training will be listed on the right. There may be multiple pages which can be selected at the bottom of the list. Click on the title of the training for the correct date
7. On the black bar at the top, hover over "Attendance archived mm/dd/yy" and select "Settings"
8. Click on the blue "Remove lock" link
9. On the black bar at the top, hover over "Registration closed mm/dd/yy" and select "1. Manage registration"
10. Proceed through the attendance process to make changes to the attendance record
11. When finished updating attendance, click "Close out (archive) attendance" on Step 3.
12. Attendance is now updated and archived